



**Digital Media / Communications Intern
Indiana Bankers Association**

The Indiana Bankers Association (IBA), Indianapolis, seeks a summer digital media and communications intern to work 25-30 hours per week, mid-May through late July 2017 (flexible). This is a paid position, competitive rate. Preferred applicant: sophomore or above studying media, mass communications, journalism or related field.

Primary responsibilities:

- Help produce a series of Association videos;
- Monitor and update IBA social media;
- Prepare and distribute e-newsletter each Friday.

Additional responsibilities:

- Help prepare and proofread bimonthly magazine;
- Assist with IBA website updates and analytics;
- Refresh various digital and print publications, as needed.

Skills required:

- Strong digital media skills, particularly video, design and communications;
- Familiarity with social media best practices;
- Attention to detail in writing/editing.

Location: IBA's satellite office in downtown Indianapolis IN; free parking provided. In June the office is relocating to northeast Indianapolis; parking provided. The Indiana Bankers Association is a not-for-profit trade association which supports Indiana banks through advocacy, professional education, and products and services. Please send resume and video sample to Laura Wilson at:

lwilson@indianabankers.org.